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## **ImmuNet Confidentiality and User Agreement**

### **Confidentiality Agreement**

Maryland's Immunization Information System (ImmuNet) is a secure web-based registry operated by the Center for Immunization at the Maryland Department of Health (MDH). ImmuNet information is confidential, HIPAA and FERPA compliant, and available only to authorized users (per State Statute §18–109), and will not be released to third parties without written consent.

ImmuNet has been implemented by the Center for Immunization at MDH under the authority of Maryland Health-General Article § 18-109, Annotated Code of Maryland. ImmuNet allows for sharing of immunization information among authorized ImmuNet providers, schools, health insurers, childcare facilities, local health departments, pharmacies, etc. to maintain superior immunization rates in Maryland.

ImmuNet information is confidential and can only be used for those purposes outlined in this ImmuNet Confidentiality and User Agreement. Violation of the confidentiality policy will be followed by an investigation and appropriate legal action stipulated in Maryland Health-General Article § 18-109, Annotated Code of Maryland. ImmuNet privileges can be revoked per the results of the investigation.

An individual, parent or guardian in the case of a minor child, may refuse to allow information to be released from the Immunization Registry by providing to the Department a signed and dated Opt-out form. An individual, or parent or guardian in the case of a minor child, may reactivate participation in the Immunization Registry by submitting to the Immunization Registry a signed and dated Rescind Opt-out form. A provider seeking immunization information for an individual who has submitted a signed an Opt-out form may have access to that patient's Immunization Record on a one-time basis by providing a Release of Opted Out Records form signed and dated by the parent/guardian for the release of information from the Immunization Registry.

Each of these forms is available on the ImmuNet website at [health.maryland.gov/immunet](http://health.maryland.gov/immunet) under Forms (left menu).

Organization administrative users are responsible for keeping their organization's contact information up-to-date in ImmuNet. Organization administrative users are also responsible for ensuring the new ImmuNet users they add from their organization are authorized users per Maryland law, and inactivating user accounts when staff leave their organization.

### **User Agreement**

If you are an authorized user and need ImmuNet access to search for a patient historical record, add immunizations, place a vaccine order, manage vaccine inventory, or upload vaccine administration information, each authorized user must agree to the following:

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- ImmuNet users will utilize the registry to:
  - Only access Immunet information for patients under your care;
  - Read and abide by the ImmuNet Confidentiality and Security Policy;
  - Assure adequate immunization for your patients to comply with immunization requirements;
  - Avoid duplicate immunizations;
  - Control outbreaks and assess immunization coverage.
- The provider will cooperate with MDH in providing information to parents and guardians about ImmuNet.
- The provider will submit the immunization information in a prompt fashion, striving for 1-3 days from immunization to input into ImmuNet.
- Allow MDH to audit each user's use of ImmuNet.
- Each user must abide by all security policy, including the following:
  - Each user is responsible for safeguarding his/her user ID and password.
  - ImmuNet user IDs and passwords must not be posted or shared.
  - The computer should not be left unattended when ImmuNet is in use.
  - ImmuNet users should close the browser and log off when finished with an ImmuNet session.

Any breach of this agreement may result in immediate termination of user agreement, and all accesses terminated.

Each Admin User acknowledges the following:

- I will not grant access to any users outside of my organization.
- I will only grant access to authorized users in my organization who need it to perform their duties.
- I will only grant access to no more than two back-up Admin Users (more as needed for a larger organization, e.g. 100+ staff).
- I will only grant standard access such as Reports Only and Standard User.
- I will audit my organization's user list periodically and terminate access, when applicable, to comply with ImmuNet's security policy.

As an authorized user of ImmuNet, I acknowledge that I have read, understand, and agree with the terms and conditions outlined in this ImmuNet Confidentiality and Use Agreement.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Date: \_\_\_\_\_